



**United States Interagency Council on Homelessness
Job Announcement - # USICH-
Policy Director
1 Position: GS-301-13**

Title of Position: Policy Director

Grade: 1 position: GS-13; Promotion potential to GS-14. Position is an Excepted Service, Schedule A appointment.

Physical Location(s) of Opportunity: United States Interagency Council on Homelessness office in Washington, DC.

Who will the Position report to? Incumbent reports to the Deputy Director.

Education and Qualifications: GS-13: minimum two years of experience at the GS-12 level or equivalent. GS-14: minimum two years of experience at the GS-13 level or equivalent.

What minimal technology will be used in this position? Microsoft Office Suite (Sharepoint, Outlook, Excel, Word, PowerPoint), and other databases.

How Much Travel Will Be Required? Some overnight travel within the U.S.

Major Duties and Responsibilities: USICH seeks a Policy Director to provide direct support to the Deputy Director, as well as the Executive Director. In partnership with the Deputy Director, the Policy Director is responsible for managing the implementation and any revisions and/or amendments to the federal strategic plan to prevent and end homelessness, reporting on progress, and measuring performance within USICH and for the Council. The Policy Director manages the convening of the Council's subgroups, in addition to managing relationships with the agencies that belong to the Council.

Major duties and responsibilities include:

- Provide high-level knowledge and direction. Improve impact of federal agency programs to prevent and end homelessness, in consultation to the Deputy Director and the Council.
- Share direction of leadership for implementation of the federal strategic plan to prevent and end homelessness and its objectives, strategies, and population groups.
- Establish and maintain effective, strategic, and supportive relationships with federal agencies.
- Facilitate coordination of the federal programs and activities available to assist state and local governments and private sector parties to prevent and end homelessness.
- Represent the Agency and the Council in meetings with other federal agencies, Congress, state and local officials and private sector parties.
- Participate in communications strategy development and implementation, including development of materials required by Congress or that advance understanding of strategies to prevent and end homelessness in communities across the country.
- Manage strategic development of agendas, supporting materials, and the process of convening relevant subgroups.
- Execute performance management within USICH and with the Council on effective implementation and impact, including analysis of gaps, development of alternate strategies, and effective communication of progress against the goals and objectives of the federal strategic plan.
- Manage complex projects across broad and diverse teams that include the development of reporting tools, process improvement, and cost containment.
- Perform other tasks as requested by the Deputy Director, including assisting in briefings, organizing and conducting meetings, and speaking to various stakeholder groups.

- Develop and implement management systems and procedures necessary to ensure achievement of the policies, programs, goals, and objectives of the Council and the senior leadership team.
- Assign and review work products and keep staff informed of the policies, procedures, and goals of the agency.
- Perform other duties and/or special projects, as assigned.

The Policy Director may supervise staff within areas of responsibility.

Specialized Qualifications: USICH is seeking candidates with subject-matter expertise in homelessness, proven project management and analytical skills, and high-level experience with policy and program implementation, planning, and analysis.

Successful applicants meet the following qualifications:

- Thorough and in-depth understanding of the Council's mission, strategies, goals, and objectives: familiarity with efforts on the implementation of the federal strategic plan to prevent and end homelessness; knowledge of public systems that serve people at risk of and experiencing homelessness; understanding of principles and implementation of practices that apply evidence-based and innovative solutions (e.g., Housing First) to homelessness.
- High-level analytical skills, project and process management skills, content/program analysis and summarization, meetings/events planning and facilitation.
- Ability to work well within and understand the stakeholder environment and participate on cross-functional teams.
- Show sound judgment and have excellent time-management skills and the ability to work in a fast-paced environment and to respond appropriately to new developments.
- Thorough experience in project management, including knowledge of project management principles, methods, and practices, including developing schedules, estimating resource requirements, delineating roles for subordinates, defining milestones and deliverables, monitoring activities, and evaluating and reporting accomplishments.
- Expert written communication skills that can be applied to developing policy, technical guidance, instructions, and reports of findings and recommendations. High level experience preparing content in a variety of formats and media, and tailoring communications to the specific needs of different audiences, both internal and external.
- Ability to create and/or communicate long-term vision, balance short and long term goals, keep work aligned with goals, understand the work environment of the Agency and Council, and predict and/or plan for change in order to adjust plans accordingly.
- Ability to offer creative solutions and have them adopted and implemented both internally and by external partners.
- Ability to exercise professional judgment in carrying out assigned duties and responsibilities.
- Ability to manage staff, work in teams and collaborate well with high-level staff, both inside and outside of the agency.
- High-level research and data analysis skills.
- Technology savvy with solid proficiency in data storage, manipulation, and management. Knowledge of and specific experience with Excel, Outlook, Word, PowerPoint.

Application/Other Information: Submit a cover letter and your resume directly to jobs@usich.gov. Your cover letter should address the specialized qualification criteria.

The announcement is open to external applicants. We will begin reviewing applications as soon as they are received. Our selection will be made as soon as possible.

This is a federal government, excepted service (Schedule A) position.

- Position's duty station is Washington, DC.
- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
- Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.
- Relocation expenses are not authorized.
- Full-time position with federal government benefits: The federal government offers exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. Find out more: <http://www.usajobs.gov/EI/benefits.asp>.
- This position is exempt from the Fair Labor Standards Act.
- This position is not in a bargaining unit.
- The work requires a minimum of physical exertion.
- Most of the work is performed in an office setting.